

Candidate Information Bulletin



STATE OF UTAH

Therapeutic Recreation Specialist Master Therapeutic Recreation Specialist

Examinations

- Utah Law and Rules Examination

Registering for the Examination

Examinations are administered five days a week (Mon.-Fri.) at Exterior located at 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, and once per month in St. George, Utah. Register for the examination either:

- By mail.** Complete the enclosed Examination Application and return it by mail with your examination fee(s) to Exterior. You will be scheduled for an appointment at the first available time approximately one week after your application is received. Exterior will mail you an Admission Letter providing you with the exact date and time.
- By telephone.** You can schedule your appointment by calling Exterior at 801.355.5009, between 8:30 a.m. and 4:30 p.m., Monday through Friday, and paying for your examination using a major credit card (MasterCard or Visa).

Payment must be made in advance. You may reschedule your examination for a \$10 rescheduling fee up to the time of your appointment. If you fail to appear for your appointment, your examination fee will be forfeited and you must reapply for the examination. No exceptions. **All examination fees are nonrefundable and nontransferable.**

Licensure Process

Upon completion of all licensure requirements including passing the examination, submit a complete application for licensure to:

By US Mail

Division of Occupational and Professional Licensing

P.O. Box 146741

Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational and Professional Licensing

160 East 300 South, 1st Floor, Main Lobby

Salt Lake City, Utah 84111

Applications for licensure are available on the Internet at <http://www.dopl.utah.gov>

You may also obtain them from:

Exterior

5486 South 1900 West, Suite C

Taylorsville, UT 84118

801.355.5009

Web Address: www.exterioronline.com

Examination Fees

The fee for the Utah Law and Rules Examination is **\$60**. Fees include same-day score.

Computerized Testing

Examinations are administered using Exterior's user friendly, Microsoft Windows®-based, computerized testing system. Exterior uses IBM compatible personal computers, similar to what you may have at home or in your business. You do not need any computer experience to use this system. In fact, you will only need to use five keys on the keyboard to take the test. (The other keys are disabled—there is no way you can harm the computer, the program, or the test by touching the wrong key.)

Prior to beginning your examination you can take a practice examination to become familiar with the computer testing system. A staff member will be available to help you if you need further assistance.

You will receive your score at the conclusion of the examination.

Walk-In Testing

Candidates may "walk in" and test on a space-available basis for an additional \$10 fee. No reservation is required. The examination fee plus the walk-in fee must be paid before taking the examination.

Candidates with Special Needs

If you require a special testing accommodation under the *Americans with Disabilities Act* (ADA), please contact Exterior to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the disability with their application to help determine the necessary special arrangements. Thirty



days advance notice is required for all special arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

Out of State Candidates

If you are out of state, you may arrange with Exporior to take the examination at any recognized testing center such as a university or community college. You must make the arrangements with the testing center and then send Exporior the required information along with the fee that includes an additional \$50 out-of-state testing fee. Please include the following:

1. Candidate name, address and phone number
2. Name of Examination
3. Testing Center name, address, phone number and the name of the contact person
4. Test Fees: examination fee (including additional \$50 testing fee).

Candidates are responsible to pay the testing center any required fee.

Exporior will mail the examination in a sealed envelope to the contact person at the testing center with instructions for administration. Exporior will ship examinations to the testing centers within one week after requests have been received. Candidates are responsible to check with the testing center to make sure the examination has arrived by the testing date. Candidates will have a two-week period to take the test once the exam has been shipped to the testing center.

After the examination, the testing center will then mail the examination back to Exporior for scoring and the scores will be mailed to candidates within one week. Candidates are responsible for reporting their scores to the state.

Note: All out-of-state candidates will take paper/pencil examinations.

What to Bring to the Exam Site

- Photographic identification (such as a driver's license)
- Bring your Admission Letter with you on the day of the examination.

Description of the Exam

The Utah Law and Rules Examination is a closed-book examination that consists of 48 multiple-choice questions. You will have two hours to complete this examination. A minimum of 75 percent of the examination questions must be answered correctly to pass the examination.

Appeal Committee

Our goal at Exporior is to provide a quality examination and a pleasant testing experience to every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. To facilitate this, we provide an opportunity at the end of your exam to make comments, and Exporior personnel will review your comments, but you will not receive a direct response. You may also contact one of our Candidate Support Specialists at 800.326.3926 to discuss your concern. The Candidate Support Specialist will direct your inquiry to the appropriate individual for response.

We try to resolve candidate concerns at the testing site or on the phone whenever possible. If you feel that your concern has not been resolved, you must put your comments in writing to the following address:

Exporior
ATTN: Appeal Committee
1360 Energy Park Drive
St. Paul, MN 55108-5252
Fax: 800.347.9242

If your concern is regarding the content of the exam, you must mail your concern to Exporior, as only original signatures can be accepted. No faxes are allowed. If your concern is regarding registration, scheduling or test administration (examination site procedures, equipment, personnel, etc.), you may either mail or fax your concern to Exporior. In your letter, include your name, your Social Security number, the name of the exam, the date you tested and a specific description of your concern and the relevant facts surrounding it. Exporior will investigate your concerns and will send a written response from the Appeal Committee within 10 business days of receipt at Exporior.

Law Exam References

A Study Guide (consisting of two booklets) has been prepared to assist you in preparing for the Law examination. This Study Guide includes every question that could be included on the actual examination along with the answers, a content outline listing the sources from which the examination was developed, and relevant sources (i.e., state statutes, rules, etc.). The cost of the Study Guide is \$20 (plus shipping/handling and tax). You may order this Study Guide by calling Exporior or by completing and submitting the enclosed Order Form.

Copyrighted Exam Questions

All test questions are the copyrighted property of Exporior Assessments™, LLC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

UTAH LAW AND RULES EXAMINATION APPLICATION FORM

Please Print Clearly:

Name of Exam Requested _____

Social Security Number _____ - _____ - _____

Last Name _____ First Name _____ M.I. _____

Address _____

City _____ State _____ Zip _____

Phone (Home) (_____) _____ - _____ (Work) (_____) _____ - _____

Site (Check one)

_____ Experior Office
(Taylorsville)

_____ Location listed on Admission Letter
(St. George)

Type of Payment (Check one)

_____ Check _____ Money Order _____ Visa _____ MasterCard

Card # _____ Exp. Date _____

Signature _____
Required for Credit Card Payment

Payment Amount: \$ _____

Submit Fees and Application to:



Experior
5486 South 1900 West, Suite C
Taylorsville, Utah 84118
801.355-5009
FAX: 801.355.4008

Exam fees are listed in your Candidate Information Bulletin

We will schedule you for an examination on the date listed below or, if unavailable, for an appointment at the first available time approximately one week after your application is received. Experior will mail you an admission letter providing you with the exact date and time of your exam.



Date of Exam: 1st Choice: _____ 2nd Choice _____